

DEPARTMENT OF BENEFIT PAYMENTS

744 P Street, Sacramento, CA 95814



August 19, 1975

ALL-COUNTY LETTER NO. 75-180

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: CWD BENEFIT AND STAFF INCREASE QUESTIONNAIRE

REFERENCE:

The Department of Benefit Payments with the assistance of the Administrative Cost Advisory Committee (composed of representatives from County Welfare Directors Association, County Administrative Officers, and County Supervisors Association of California) is currently developing a system to accurately determine FY 1975/76 quarterly administrative expense fund allocations. In order to determine appropriate allocations, additional data are necessary.

Attached is a questionnaire requesting a breakout of CWD benefit and staff increases in relation to job function. Estimate your county's increase in salaries, benefits, and staff utilizing actual, projected and/or proposed figures. If there is nothing to report on an item, enter "0".

Please complete lines 1 through 3 of the attached CWD Benefit and Staff Increase Questionnaire and return by August 29, 1975.

Your cooperation in promptly returning the questionnaire will help us in determining the appropriate fiscal year 1975/76 allocations for your county.

If you have any questions, please call Bob Hing at 916/322-5802.

Sincerely,

GARY G. ADAMS
Deputy Director

OBsolete

Attachment

cc: CWDA

Superseded by ACL # 77-15
Issued 3-17-77

INSTRUCTIONS FOR TYPE OF FUNCTION

Use the following definitions and examples of job titles to determine an employee's type of function:

1. Administrative Support

Staff included in this subgroup are:

- a. Welfare directors, district directors, assistant directors, and second-line supervisors and above.
- b. Administrative services officers, personnel officers, statisticians.
- c. Clerical staff predominantly in support of the staff in a. and b. above.
- d. Accounting clerks, stock clerks, keypunch operators.
- e. Social service staff or eligibility staff engaged in administrative duties.
- f. Janitors, gardeners, and other staff of the welfare department who provide upkeep services.

2. Eligibility and Nonservice Function

- a. All AFDC, NAFC, MNO, and MI eligibility workers and eligibility worker supervisors, including food stamp certification workers.
- b. Quality control staff.
- c. Social workers performing eligibility or validation functions.
- d. Welfare aids performing eligibility or validation functions.
- e. Appeals workers.

3. Clerical Support

Included within this subgroup are clerical support staff who are predominately in direct support of casework staff.

- a. Receptionists
- b. Stenographers and typists
- c. Social services unit clerks
- d. Public assistance budget clerks
- e. First-line supervisors of staff in a. through d. above.

CWD BENEFIT AND STAFF INCREASE QUESTIONNAIRE

I. FY 1975/76 Average Cost-of-Living Salary Increases

- a. Eligibility and Nonservice _____ %
- b. Clerical Support _____ %
- c. Administrative Support _____ %
- d. Average _____ %

II. FY 1975/76 Average Cost-of-Living Benefit Increases

- a. Eligibility and Nonservice _____ %
- b. Clerical Support _____ %
- c. Administrative Support _____ %
- d. Average _____ %

III. FY 1975/76 Projected Number of Staff Increases

- a. Eligibility and Nonservice _____
- b. Clerical Support _____
- c. Administrative Support _____
- d. Total _____

IV. Anticipated Effective Date of Salary and Benefit Increases _____

Return To: Department of Benefit Payments
County Administrative Expense Control
744 P Street, Mail Station 18-02
Sacramento, CA 95814